

~~SECRET~~

Records Center

DD/OC1

68-T-355 Box 1 of 3

21 FEB 1964

see bottom of memo  
for other addressees

Approved Distribution  
Addressees

MEMORANDUM FOR: The Honorable Cyrus R. Vance  
The Deputy Secretary of Defense

SUBJECT: The President's Intelligence Checklist

1. As you are probably aware, we have since June 1961 been preparing a daily current intelligence report especially for the President. This publication, "The President's Intelligence Checklist," is in effect a personal report to the President by CIA on the events of the day. It differs from the standard Central Intelligence Bulletin in being more timely, more policy-oriented, more sensitive in content, and less formal in style.

2. At President Kennedy's direction, we have been providing copies of the Checklist to Mr. Bush, Mr. McNamara, General Taylor, and Mr. McGeorge Bundy, so that they will be familiar with the Intelligence read by the President. Mr. McCone has now obtained permission to extend the list of readers somewhat, and has asked me to offer this service to you. In addition to keeping you aware of what has been told the President, it will give you a succinct, timely, and comprehensive survey of the day's intelligence.

3. The Checklist is normally prepared six mornings a week, Monday through Saturday, with a closing time of 0845, and delivery to the White House at 0930. (No make delivery to the other recipients a few minutes later.) This schedule is often varied, however, in accordance with the President's requirements. The Checklist is occasionally

~~SECRET~~

issued on Sundays, if a major crisis is in progress, and often is issued earlier or later in the day if the President is travelling. In the latter case, it is prepared as a cable rather than in its usual format, and is transmitted to the President by White House communications.

4. In principle, because of the privileged status of the Checklist as well as its sensitivity, no one but the designated recipient should see it. In practice, we recognize the necessity for your personal assistant to handle it. If you wish to receive this service, you should have your designated staff officer contact Mr. R. J. Smith, Assistant Director for Current Intelligence, on extension 7424, to make arrangements. Copies are delivered one day and returned to CIA the next. Should you be out of the country, we will, at your request, undertake to provide you the Checklist through appropriate CIA stations as security, time differences, and communications facilities permit.

5. A list of recipients is attached.

RAY S. CLINE  
Deputy Director (Intelligence)

Attachment: a/s

Distribution:

Orig & 1- Addressee

1- DCI

1- DDCI

2- DDI

1- ASP/CI, 1-CIB file, 1-CL file

ASP/CI: [redacted] 7424(20 Feb 64)

Identical memos to:

Messrs. Ball, Harriman, Johnson & Hughes of State

Messrs. Vance and Bundy of Defense

Mr. Dillon of Treasury

Mr. Kennedy, The Attorney General